

## **ASSISTANT COMMONWEALTH ATTORNEY**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs responsible professional work preparing and prosecuting criminal charges in various courts; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Serving as prosecutor; preparing cases for prosecution; trying cases in General District, Juvenile and Domestic Relations and Circuit Courts; preparing and maintaining files and records.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Researches, prepares, and tries criminal cases in Circuit Court, General District Court and Juvenile and Domestic Relations District Court.
- Prepares and conducts the dispositions of various traffic and criminal offenses in court; appears in court.
- Reviews investigative reports submitted by investigators.
- Researches and investigates various misdemeanor and traffic offenses in General District Court; researches and investigates various felony offenses in Circuit Court, including the preparation and drafting of indictments; researches and investigates various juvenile offenses and adult domestic offenses in Juvenile and Domestic Relations Courts.
- Prepares and drafts responses to discovery requests and various correspondences with attorneys and law enforcement officers; drafts various criminal motions and appeals.
- Interviews and evaluates witnesses and law enforcement officers for various criminal offenses and matters.
- Holds telephone conferences with witnesses, attorneys and law enforcement officers on pending criminal matters.
- Writes appellate briefs; dictates witness subpoenas, letters and pleadings; negotiates with defense attorneys.
- Fields various inquiries from the public.
- Types and files documents; retrieves files and documents.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of modern principles and practices of law and of the state laws and court decisions applicable to criminal prosecution; thorough knowledge of legal research and the investigation, preparation and presentation of cases for trial; thorough knowledge of legal office procedures, practices and methods; ability to plan and direct the work of others; ability to communicate complex ideas effectively, both orally and in writing; ability to handle difficult trial and appellate litigation; ability to establish and maintain effective working relationships with County and state officials, court officials, members of the bar and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from a law school of recognized standing and considerable training that included judicial clerkship or private law practice.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Eligibility to practice law in the Commonwealth of Virginia. Possession of any other qualifications as prescribed by State Statute. Member of the Virginia State Bar.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.